



**ARIZONA STATE LIBRARY,  
ARCHIVES AND PUBLIC RECORDS  
Library Development Division**



## **CONTINUING EDUCATION SCHOLARSHIPS**

All public library personnel employed full-time in Arizona public libraries are eligible to apply for a scholarship in order to attend continuing education events. These scholarships are funded with Library Services and Technology Act funds. As such, these scholarships may be granted only when federal funds are available. Awards to library personnel will be made for continuing education activities such as a workshop, institute or conference. Under this program awards are not available for formal library courses through a university or community college.

The scholarships may include the cost of conference fees, room and board, and travel. An applicant may apply for workshop fees and expenses not to exceed \$1,000.00. Scholarships will be considered on a first-come basis. Requests for reimbursement for programs previously attended will not be considered. An applicant is not eligible for a scholarship if he or she has had one within the 12-month period prior to the date of the proposed program.

All persons awarded a scholarship must agree to submit a written report to Library Development Division (LDD), plus a newsletter article about the program attended. The article must be submitted to the editor of Arizona Library Association Newsletter within 10 working days of the program. Copies must also be provided to the CE Coordinator at the Library Development Division.

To request a Continuing Education Scholarship, all applicants must submit an application at least 60 days prior to the date of the event. For attendance at the American Library Association (ALA) conference or other large conferences, 90 days is required. Application forms are available from the Library Development Division.

If the request is approved, the recipient will be reimbursed for workshop costs upon receipt of the written articles and receipts for expenses incurred.

If you have any questions, please contact us at 602-542-5841 or 1-800-255-5841 or by mail:

**CONTINUING EDUCATION SCHOLARSHIP PROGRAM**  
Arizona State Library, Archives and Public Records  
Library Development Division  
1100 West Washington Street  
Phoenix, Arizona 85007-2935



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**CONTINUING EDUCATION SCHOLARSHIP APPLICATION**

Date: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Library Name: \_\_\_\_\_

Library Address: \_\_\_\_\_

**Please attach a copy of workshop/conference brochures or flyers.**

Title of Workshop: \_\_\_\_\_

Location of Workshop: \_\_\_\_\_

Workshop Date(s): From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find out about the workshop? \_\_\_\_\_

Has your library applied for more than one scholarship to this workshop?

Yes \_\_\_\_ No \_\_\_\_ If yes, who else has applied? \_\_\_\_\_

Have you received a CE Scholarship within the last 12 Months? Yes \_\_\_\_ No \_\_\_\_  
(only one application will be approved per 12 month period)

Purpose of attendance and explanation of how this training will help you do your job better:

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How much is the estimated travel costs?

**Air Fare**

**Lodging**

**Meals**

**Ground Transportation**

**Registration Fee**

\_\_\_\_\_ X \_\_\_\_\_ =

**TOTAL:**

Travel (lodging and meals) will be reimbursed at the per diem rate, approved by the State of Arizona. This is approximately \$60/day lodging in AZ, \$29.50/day meals in AZ. Reimbursement rates vary slightly depending on city and state. Refer to <http://www.gao.state.az.us/travel> for more information and exact reimbursement index.

In accepting a Continuing Education Scholarship from the Library Development Division (LDD), I agree to the following requirements:

1. Scholarship approval may be less than and may not exceed \$1,000 maximum. Additional expenses incurred in attending a conference are my responsibility. All original receipts will be kept and submitted with the non-state employee travel reimbursement form to Carol Tapia (LDD).
2. I will submit a complete written report about the conference within 10 working days of the event to LDD. I will write and submit a newsletter article about the conference to the Arizona Library Association Newsletter editor within 10 working days of the conference and send a copy to LDD. Reimbursement will not be processed until the written reports are submitted.
3. I will make myself available to answer any questions about the conference from anyone in the Arizona library community.

Applicant Signature: \_\_\_\_\_

Date \_\_\_\_\_

Head Librarian/Supervisor Signature: \_\_\_\_\_

Date \_\_\_\_\_

CE Coordinator Signature: \_\_\_\_\_

Date \_\_\_\_\_



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Mail application and brochures to:

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